BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE MANAGER-ELEMENTARY

BASIC FUNCTION:

Under the direction of the assigned supervisor, coordinate, organize, schedule and carry out the overall office activities and functions at an assigned elementary school where programs and activities are complex and diverse; serve as secretary to the Principal and staff; coordinate communications between administrators, District and site personnel, parents, students and the general public; train and provide work direction to clerical personnel and others as assigned; prepare and maintain a variety of reports, records and files including those of a confidential nature.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Coordinate the overall office activities and functions at an assigned elementary school; prepare and maintain a variety of reports, records and files relating to students, staff, parents, operations and activities including those of a confidential nature.

Serve as secretary to the Principal and support other staff as assigned; prepare, type and distribute letters and compose correspondence independently; schedule conferences, appointments and meetings; receive, open, prioritize and distribute mail and email; answer phones; take and relay messages; provide information to students, parents, faculty and site personnel; assist in routine front office duties in the Principal's absence.

Coordinate and facilitate communications and serve as liaison between District and site personnel, other school districts, parents, students, school and community organizations, and the general public; maintain confidentiality related to information of students, parents and personnel; communicate with faculty, staff and administrators to coordinate school operations and exchange information and resolve issues or concerns.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects, emergency and assigned duties, identification/emergency information, class lists; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Arrange for substitutes for clerical, elementary school aides, assist in orienting substitute personnel; provide directions, assistance and instructional and other materials to substitute personnel.

Prepare and maintain a variety of records, files and reports related payroll for certificated, classified and other personnel as required; maintain accurate records of substitute teachers and accounts to be

charged; maintain accurate absence records and reports and prepare substitute time sheets; receive and distribute paychecks.

Type and prepare a variety of written materials including correspondence, flyers, bulletins, forms, lists, memoranda, calendars, requisitions, records, reports, confidential material, maintenance memos, schedules, school programs, and evaluations; print student report cards.

Prepare and maintain a variety of records, files and reports related to personnel, emergency procedures, industrial accidents, maintenance and operations, class coverage, attendance, supplies and inventory, vandalism, facility use and State and District-mandated reports and forms.

Greet, monitor and check-in/out visitors entering main door; provide information to students, parents, faculty and site personnel. Supervise students waiting in the main office.

Enroll, register and schedule new students; ~~complete~~ verify enrollment information is complete according to district policy; provide information on free/reduced lunch program; complete records for the release or transfer of students.

Perform and oversee the attendance function as directed; notify parents of absences; input data and prepare related reports as assigned.

Organize, prepare and maintain the calendar for school and outside events; schedule and arrange the use of campus facilities by school, public and community groups.

Create from rough draft or verbal instructions a variety of written materials including but not limited to correspondence, agendas, flyers, bulletins, forms, lists, packets, memoranda, calendars, requisitions, records, reports, confidential material, maintenance memos, schedules, and school programs.

Under the direction of the assigned supervisor provide work direction to clerical personnel, student assistants and others as assigned; may provide input in the selection of classified staff as directed.

Establish and organize the key distribution system for school buildings, facilities and classrooms; determine individual needs for keys; check keys in and out and maintain appropriate records.

May collect and account for monies collected in conjunction with school activities and field trips according to established procedures; coordinate bus transportation for field trips; prepare bank deposits, maintain budget records as assigned.

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual; facilitate and maintain court orders as directed.

Apply and explain District policies and school procedures and regulations including health

requirements and necessary forms and assist students in the health office in the absence of health personnel; administer first aid and dispense approved medication to students in accordance with organizational policy as assigned.

Operate a variety of office equipment.

Submit and monitor work orders; assure that machines function properly and arrange repairs as needed.

Assist in updating content on school website and school newsletter.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Coordination of duties, assignments and clerical staff in the administrative office of an elementary school.
Organization and management of an elementary school office.
Secretarial, clerical and administrative assistance duties required to support an elementary school administrator.
Coordination of office aspects of diverse programs and activities.
Organizational skills and public relations techniques.
Financial and statistical record-keeping.
Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.
Record-keeping filing and proofing techniques.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
District organization, operations, policies and objectives.
Applicable sections of State Education Code and other applicable laws.
Collective bargaining agreements.
Basic arithmetic skills.
Student and personnel confidentiality laws.

ABILITY TO:

Organize, coordinate and prioritize a wide variety of clerical and secretarial activities and functions in the administrative office.
Assist in administrative detail and respond to routine inquiries.
Organize, schedule and maintain the Master Calendar for diverse activities, programs and events.
Coordinate and facilitate communications between
District and site personnel, students, parents, community organizations and the general public.

Coordinate work flow, duties, assignments and clerical personnel to accomplish goals effectively and efficiently.
Understand and follow oral and written directions.
Communicate effectively with students, parents, staff and administration.
Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to position.
Complete work with many interruptions.
Work confidentially with discretion.
Maintain records and prepare reports.
Type at 30 words net per minute from clear copy.
Take and transcribe from notes or any form of dictation accurately.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency including or supplemented by course work in business, office management or related field and two years of increasingly responsible clerical and secretarial experience preferably including one year of experience in a school office setting.

LICENSES AND OTHER REQUIREMENTS:

Must obtain First Aid CPR certification within six months of employment and keep certification up-to-date.

WORKING CONDITIONS:

Elementary school office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.

Job Study-1/2020

Revised – 5-16-24